



## Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

<b>Attachments</b> (*Indicates Required Items)	
* Scope of Work	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

A. I have reviewed this form and the attachments provided, and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

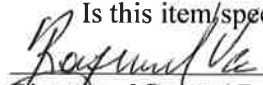
<u>Ryan Moser</u>	<u>Maintence Manager</u>	<u>8400</u>
Name	Title	Ext.
	<u>02-02-2021</u>	
Department Head Signature	Date	

B. Name of Project, Service or Product: Vehicle fluids and Lube project

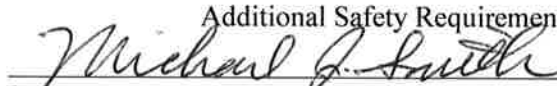
C. Justification of Procurement:

This Solicitation request aims to establish a contract to purchase vehicle fluids, including but not limited to; Engine oil, Antifreeze, and vehicle grease. It also includes waste oil pickup. This contract would support the following modes of transportation; bus, paratransit, support fleet, and streetcar. The deal is to be set for two years and include two one-year options for renewal.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	Yes	<input checked="" type="radio"/> No
	<u>2/2/21</u>	
Director of Grants/ Federal Compliance	Date	

E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached	
	<u>2/2/21</u>
Safety Director	Date

Risk Management: Include Standard Insurance Provisions Only? Yes No

Include Additional Insurance Requirements Attached

_____	_____
Risk Management Analyst	Date



F. Funding Source: Federal State Local Other: \_\_\_\_\_

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Amount Available \$ 209,450
Projected Cost \$ 432,000
Previous Cost (if applicable) \$
FTA Grant No.(s)

Line Item(s)
Operations/Department Code
Budget Code(s) 1430002.8070.03101
1430099.8070.03103
1450006.8070.031

Budget Analyst Date

G. DBE/SBE Goal: 0 % DBE % Small Business

Director of Small Business Development Date
DBE/EEO Compliance Manager Date 2/3/2021

H. Authorizations: I have reviewed and approved the final solicitation document.

Department Head Signature Date
Division Manager Date
Director of Procurement Date

FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP
Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.
Request for Quote (RFQ) This type of solicitation is often used to determine current market pricing.
Request for Proposal (RFP) This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.
Sole Source (SS) this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.
Two-step Procurement - request for qualifications step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit



responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

\_\_\_\_\_  
**Chief Financial Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Date**

## Fluids and Lube

### TECHNICAL SPECIFICATIONS

#### SCOPE

The Regional Transit Authority has a need to purchase maintenance fluids and lubes for our transportation vehicles. The listed specifications below are for purchase and delivering bulk fluids and lube for Bus, Paratransit, and streetcar.

#### Requirements:

1. All items must be delivered with two days of ordering
2. Must have waste fluid pickup option for oil and antifreeze
3. Below is a list of the specification requirements:
4. Two-year contract with two one-year options

<b>Fluid type</b>	<b>Delivery Type</b>	<b>Frequency</b>
15w-40 Motor oil, semi-synthetic	Bulk	400-500 gal. every two weeks
5W-30 synthetic motor oil	Bulk	200 Gal every five months
ATF Synthetic Multi-Purpose (Allison TES 295 Approved)	Bulk	100-165 Gals. Every three months
85W-140 Gear oil Conventional	55 Gal Drum	2 Drums every two months
85W-90 Gear oil Conventional	55 Gal Drum	2 Drums every five months
Mobile Grease XHP 222 Special Multipurpose Chasis grease (or equivalent)	55 Gal Drum	1 Drum Every eight months
NUTO H 32 Hydraulic Oil	5 gal. pail	As needed
Grease NLGI-LB qualified for wheel bearings	120 Lbs. Keg	4 Kegs every four months
M-DTE 10 Excel 32 non- conductive	5 gal. Pail	As needed
M-DTE 10 Excel 15	5 Gal. pail	As needed
DEF Fluid	(2) 330 Tote Refills	Every month
Antifreeze – HD Extended life NMOAT Ethyleenglycol based mixed with water, ready to use - 34F -265F. With protectants from metal corrosion.	Bulk	400 gal every two weeks

- If name brands are given an equivalent to may be used.